

Tiverton Wastewater District (TWD)  
Board Meeting Minutes  
September 2, 2014

**Meeting Time:** Meeting called to order by Chair Leroy Kendricks at 5:30PM; conference call placed 5:32PM

**TWD Board present:** Leroy Kendricks (LK); Noel Berg (NB); John Christo (JC); Chris Nearpass (CN); Paul Northrup (PN). Attending by Conference Call: Jeff Stearns (initially only); **Absent:** Michelle Tepfenhart (MT)

**TWD personnel:** Lisa Andromalos (LA); Nan Godet (NG) **Absent:** John Lincourt (JL)

**Guests:** Diane Johnson (DJ) (ASRWVA); Tom Parece (TP) (AECOM)

1. LK asked for approval of August 20, 2014 minutes; CN moved; JC seconded; motion carried
2. LK asked that the Treasurer's Report be moved up in the Agenda, as PN had to leave for another meeting; CN moved; NB seconded; motion carried
3. Treasurer's Report:
  - a. PN reviewed and discussed his report with members. Review of the Budget. Tabled for next meeting/Lisa to send copy of Budget; PN will eventually provide a monthly cash flow projection
  - b. Checks: Checks will be scanned on a daily basis. Authorized signatures will be: Paul Northrup; Leroy Kendricks; and Lisa Andromalos; Checks signed by LA co-signed by PN
    - i. LA to provide a report for PN and LK
  - c. Block Grant Funds: PN asked if there were a specific figure? If so, he does not have it; he has asked Kate Michaud to provide
  - d. PN looking into benefits for JL:
    - i. PN to find out details with regard to pension migration
  - e. Interim Financing: There will be interim financing until February, assuming voter approval in October; 5 months out from that time would be March.
  - f. Neighborhood Meetings: PN said that the Bay Street neighborhood meeting (Pat Aguiar) was ~1.5 hrs.
    - i. There were questions about Tiverton financing and about the Village at Mt. Hope Bay. There followed a discussion concerning the reasonable expectations that the Town Administrator, the Town Council, or TWD would deal with this issue of financial need (regarding sewers)
    - ii. TWD consensus was that the DEM will enforce / there will be no special circumstances going forward
    - iii. LK said that we will put DEM information (Q & A) in the FAQ to be distributed so that the correct information is out there
    - iv. JC asked about the September 10<sup>th</sup> date for neighborhood meeting; he recommended that a DEM rep be there.
    - v. LK said in order to counter misinformation, TWD should compile a fact sheet and distribute to all ~200 who will vote

- vi. Discussion followed regarding Bay St financial need cases. LK said TWD will look at hardships on a case by case basis
  - g. CN raised question regarding printing for voting: What are the dates? Canvass week of Sept 15<sup>th</sup> / vote Sept 22? That gives voters a week to return by 30<sup>th</sup>
  - h. LK asked TP if we can start canvassing Sept 13/14<sup>th</sup> / get the ballots out by Sept 22 / ballots returned by Sept 30<sup>th</sup> (CN said that ballots must be received by Sept 30)
  - i. LA commented that there should be a sign-in sheet for any future community meetings with contact information
  - j. Poplar St / JL has said that there are 16/17 families on Poplar who should be met with regarding access; TP said they would be low pressure system
4. LA Report/s
- a. Billing is underway. There followed discussion concerning manual reads.
  - b. New Office
    - i. No date yet from Cox Communications.
    - ii. Office not quite ready to move into, but should be soon.
  - c. Google Apps: emails up and running
  - d. Website: LK showed Board the website; located at [www.twwd.org](http://www.twwd.org)
  - e. NB asked about letterhead: Secretary of State's office should be aware of the creation of TWD by the Legislature. Application to the Secretary of State's office must be on TWD letterhead and the Chair must sign the application.
    - i. NB said that TWD approved minutes must be posted
5. LK said that TWD needs a Tax Exempt number
6. Insurance: The next Town Council Meeting is Sept 8; LK to attend
7. Engineering Contracts: LK said JS will handle contracts.
8. Board Meetings: JC asked about timing of meetings: 1<sup>st</sup> and 3<sup>rd</sup> Mondays
- a. LK said that he would like to have only one meeting a month; and that he would like to streamline the process: i.e., Consent Agendas; Monthly Reports
9. PN left for other meeting (approximately 6:50PM)
10. Other Business / Questions:
- a. DJ asked if the Tiverton Wastewater Commission had been dissolved
    - i. LK TWD would be acting as the Commission and that the District will then contract with the Town
  - b. Electrical Contract: CN said that he would recommend contracting with Northeast System Electrical, Inc. to have the 5 pump stations' instrumentation, etc. certified. Motion CN; seconded by JC. Passed without discussion

*Previous Action Items:*

1. TP Hooper S: LK asked to be sent a contract; NB said that we voted on this contract; TP said was amendment to existing agreement; LK asked that the wording on the contract be changed to 'Tiverton Wastewater District' / TP will change
2. By-Laws Draft: NB said that the various drafts were in the Drop Box (comments in different colors for each person commenting); CN would like to add voting information

Next Board Meeting September 15, at 5:30PM; CN moved to adjourn the meeting; NB seconded  
The meeting was adjourned at 7PM

*Action Items:*

1. *LA to send Budget to PN (done Sept 2)*
2. *NG to send Community Mtg Q & As to LK and TP (Done Sept 2)*
3. *PN to contact someone (Zach Saul?) to find out details of pension migration for JL*
4. *LK to speak to DEM about facts sheet to include in canvass information*
5. *Someone to visit Poplar St residents*
6. *NG post approved minutes on website*
7. *TP to change contract wording to TWD on Hooper St contract*
8. *Members to look at and comment on By-Laws (in Drop Box)*
9. *LA to provide a report on checks and banking for PN and LK*